



City of Lemon Grove Employment Opportunity

Associate Accountant

Deadline: July 14, 2016 at 5:00 p.m.

MONTHLY SALARY RANGE: \$4,515.03 - \$5,489.64

SUMMARY

Under general supervision, perform responsible accounting and auditing work, including payroll, accounts payable and maintaining a complete set of financial records. This position receives direction from the Finance Manager and may provide direction to the Accounting Assistant and the Account Clerk.

TYPICAL DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Perform responsible activities of the Finance Department including general accounting, accounts payable, cash receipts, payroll, purchasing, fixed assets, and employee benefits;
- Respond to inquiries and resolve issues regarding payroll, accounts payable and other accounting functions;
- Provide responsible staff assistance to the Finance Director;
- Prepare a variety of financial reports and journal entries;
- Process warrants; prepare annual 1099 statements; and prepare miscellaneous County, State and Federal reports;
- Receive, audit and process timesheets from each department; prepare and process payroll; reconcile liability payroll accounts to the general ledger;
- Prepare reports related to the City's payroll, including quarterly State and Federal Tax reports; annual State and Federal tax reports and W-2 statements;
- Monitor daily cash flow; identify and recommend required cash transfers to maintain proper cash balances;
- Review and reconcile bank statements; reconcile asset and liability accounts;
- Maintain a variety of employee records requiring confidentiality;
- May perform general clerical duties as needed including data input, typing, filing and record keeping; and
- Perform related work as required.

DESIRED MINIMUM QUALIFICATIONS:

EDUCATION, EXPERIENCE AND LICENSES

Any combination equivalent to the education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Bachelor's degree from an accredited college or university with a major course work in accountings, public administration, business administration or a related field; and
- Two years of increasingly responsible accounting experience preferably with a local government environment.

SELECTION PROCESS

Following a review of applications submitted, the most qualified applicants will be selected to interview for an appraisal of experiences, training and qualifications. Interviews will be held the week of July 25, 2016.

FINAL FILING DATE

A completed City application is required for consideration. Resumes will not be accepted in lieu of a completed application. Applications may be filed online at <http://lemongrove.ca.gov/about-us/employment-information/current-job-opportunities>.

Applications must be received before 5:00 p.m. on Thursday July 14, 2016.

BENEFITS

- Retirement: CalPERS 2% @ 60 (Classic Members) or 2% @ 62 (New Members)
- Vacation: 2.94 hours a pay period
- Sick Leave: 3.92 hours per pay period
- Holidays: Eleven (11) holiday each year, plus one (1) floating holiday
- Health Insurance: \$750 per month as part of a cafeteria benefit plan. This amount may be spent on CalPERS health, dental or pre-tax optional plans. Remainder can be taken as cash (up to \$495 a month)
- Additional Benefits: Life insurance, three optional employee paid deferred compensation programs (457 plans), Flexible Spending Account (FSA),

THE CITY OF LEMON GROVE IS AN EQUAL OPPORTUNITY EMPLOYER

The City of Lemon Grove does not discriminate on the basis of race, color, national origin, sex, religion, age marital status or disability. Should you require accommodations for testing, please advise at the time of application submittal.